

---

## TRAVEL MANAGER PREPARER'S GUIDE

---

### AMEND A TRAVEL AUTHORIZATION

When a travel document has a status of *Approved*, *A Travel Agent* or *Data link*, modifications to the document can only be made by preparing an amendment to the document. This section covers the steps to amend an authorization.

# AMEND A TRAVEL AUTHORIZATION

## TABLE OF CONTENTS

A.	Create a New Document .....	1
B.	Itinerary.....	4
C.	Ticketed Transportation.....	4
D.	Expenses.....	5
E.	Lodging/M&IE.....	6
F.	Other Authorizations.....	7
G.	Accounting .....	9
H.	Totals .....	15
I.	Comments .....	16
J.	Document Status .....	17
K.	Perform Pre-Audits .....	17

## AMEND A TRAVEL AUTHORIZATION

### A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The New Document page will be displayed.

The screenshot shows the 'New Document' page. On the left is a navigation pane with a 'Create a New Document' link highlighted. The main area has a 'Document Type' dropdown set to 'Authorization', a 'Document Name' field with 'Authorization Voucher' entered, and a 'Traveler Name' dropdown with 'Amendment' selected. A 'Quick Tip' box suggests clicking the EID or Traveler Name lookup button. On the right, a 'For this Document you can:' box contains buttons for 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

2. Select **Amendment** from the Document Type drop down selection list and click in the Document Name field. The Traveler Listing (Amendment) page will be displayed.

The screenshot shows the 'Traveler Listing (Amendment)' page. The 'Document Type' dropdown is now set to 'ALL'. The 'Enter Search Criteria' section has a 'Last Name' field and a 'Search' button. Below it, the 'Traveler List' section shows a table with columns 'Name' and 'EID'. The 'Name' column contains the text 'DOE, JOHN'.

3. Click in the **Last Name** field under the Enter Search Criteria area and enter the last name of the traveler. The Traveler's name will be displayed in the Traveler List (Amendment) area on the left side of the page.


This screenshot shows the 'Traveler Listing (Amendment)' page after a search. The 'Last Name' field now contains 'doe'. The 'Traveler List' table displays search results for 'DOE, JOHN' with an EID of '122-33-0001'. Navigation links 'Prev 40' and 'Next 40' are visible at the bottom of the table.

4. All documents that are available to amend will be displayed in the Document List in the Document Search (Amendment) area on the right.

The screenshot shows the 'Document Preparation' window. On the left is a navigation pane with options like 'User', 'Kathi Traveler', 'Traveler', 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area is split into two panes. The left pane is titled 'Traveler Listing (Amendment)' and contains a 'Quick Tip' about searching by traveler's last name, an 'Enter Search Criteria' section with a 'Last Name' field and a 'Document Type' dropdown set to 'ALL', and a 'Traveler List' table. The right pane is titled 'Document Search (Amendment)' and contains a 'Document List' table with columns for Type, Document Name, Exp. Date, Status, and To Do.

Search Results	Doc#	Next
Traveler, Kathi	254-50-7540	


Type	Document Name	Exp. Date	Status	To Do
Authorization	10-CF807-15MC	07/15/02	A TRAVEL AGENT	
Authorization	10-0715TX	07/15/02	A TRAVEL AGENT	
Authorization	10-0715TX	07/15/02	DISBURSE	

5. Click the **Document** icon  of the document to be amended. The Amendment page will be displayed.

The screenshot shows the 'Amendment' page. It has a 'Quick Tip' stating 'The amendment name is system generated.' Below this is a form with fields for 'Amendment Name' (pre-filled with '10C0715TX-1'), 'Comments' (pre-filled with 'Amended - Contact Hotel became available'), and 'Signature PIN'. On the right, there is a section titled 'For this Document you can:' with buttons for 'Create New Amendment' and 'Cancel'.

### NOTE

*Notice the **Amendment Name** is pre-filled with the name of the original document and the last two (2) characters "-1" are added. Each time an amendment is created for an authorization the number is increased by one (1). Never change the Amendment Name.*

6. Click in the **Signature PIN** field and enter the appropriate PIN.
7. Click the  **New Amendment** button in the **For This Document You Can:** area in the top right. The Document Summary page will be displayed.

Setup Reports Layout Help Document Preparation

User: Kathi Traveler  
 Traveler: Kathi Traveler  
 Authorization: 10cf-0715TX-1

**Document Summary**

- Traveler
- Itinerary
- Traveler Trans
- Expense
- Lodging/MSE
- Accounting
- Totals
- Comments
- Document Status
- Printers Pre-Audit
- Preview Document
- Export Document
- Close Document

**Document Summary for Authorization 10cf-0715TX-1**

**Quick Tip**  
 For up-to-date information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: [Traveler Details](#) 254-58-7548, Kathi Traveler

Purpose Description comment: [Itinerary Details](#) DALLAS, TX 07/15/02 - 07/19/02

[Traveler Trans Details](#) \$350.00

[Expense Details](#) **Expense Summary**

Edit	Delete	Date	Expense	Amount
		07/15/2002	RENTAL CAR	950.00
				Total: 950.00

[Lodging/MSE Details](#) \$563.00

[Other Authorizations Details](#) **IST CLASS MODE** <sup>14</sup>

[Accounting Details](#) **Accounting Summary**

Label	Amount
10-02-AMX	1,003.00
Total: 1,003.00	

[Totals Details](#) **Totals Summary**

Document Type	Amount
Estimated Cost	1,003.00
Advance Requested	0.00

[Enter Comments](#) Voucher due 5 days after completion of your trip.

[Document Status](#) **Document Status** Enter Status/PM to stamp this document

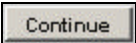
Document Status: CREATED - Auditing: Kathi Traveler

Status/To Apply	Signature/PM	Remarks
STAMPED		

Stamp and Route

**For this Document you can:**

Save Document  
 Continue Entering Document  
 Close Current Document

- Click the  button in the **For This Document You Can:** area in the top right, or click on the **Itinerary** link on the Document Toolbar on the left side of the page. The Itinerary Information page will be displayed.

## B. ITINERARY

**Itinerary Information for 10cf-0715TX-1**

**Quick Tip:** The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your Itinerary before continuing.

**For this Document you can:** Save Itinerary, Back, Continue

**Trip Information**

Travel Authorization Number: [blank]  
 Purpose: TRAINING  
 Description: comments  
 Auth Date: 07/12/2002  
 Type: SINGLE  
 Trip No: 1

**Departure and Return Information**

Begin Travel: 07/15/2002  
 End Travel: 07/16/2002  
 Trip Duration: Multiple days  
 Comments: Voucher due 5 days after completion of your trip.  
 Depart: PER  
 Return: PER  
 Depart Selection: [blank]  
 Return Selection: [blank]

**Per Diem Locations**

Replace ALL lodging and M&IE information on this document. Add Location

City/State	Arrive Date	Location	Depart Date
[blank]	07/15/02	DALLAS, TX	07/16/02

1. Review and make any changes to the itinerary page if necessary. If changes are made be sure to click **Save** in the **For this Document you can:** area.
2. Click the **Continue** button in the **For This Document You Can:** area in the top right, or click on the **Ticketed Trans** link on the Document Toolbar on the left side of the page if any ticket information additions/changes are necessary. The Ticketed Transportation page will be displayed.

## C. TICKETED TRANSPORTATION



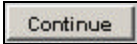
**Ticketed Transportation for Authorization 10cf-0715TX-1**

**Quick Tip:** To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

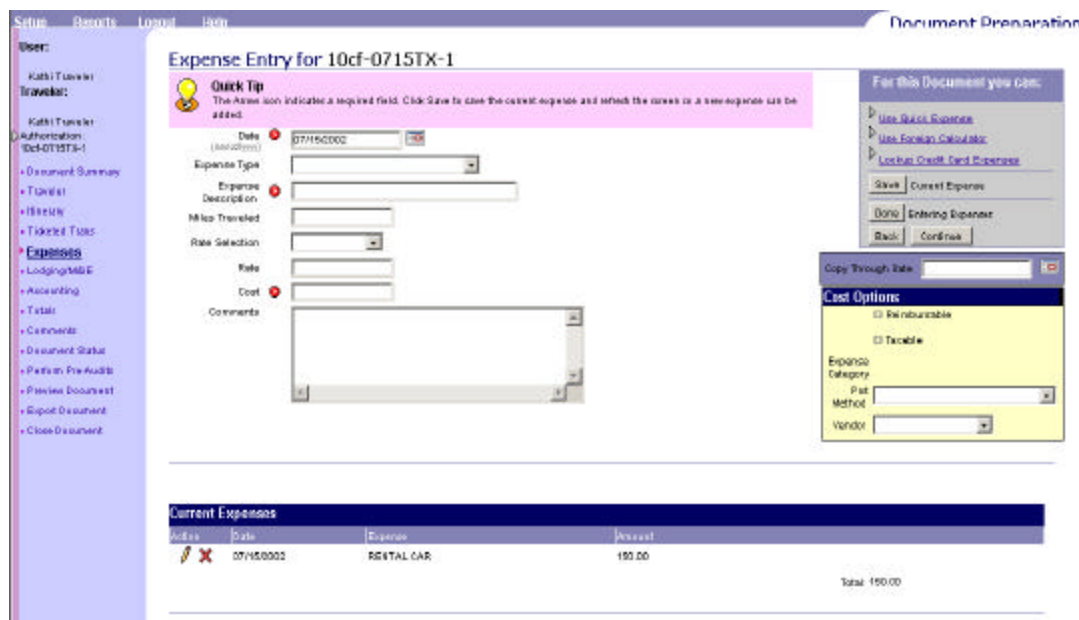
**For this Document you can:** Add Ticket, Back, Continue

Ticket No	Dep. Date	Type	Cost	Depart	Arrive	DCP	CL	Tax
See Itinerary	07/15/02	AIR	350.00					no

1. Review and make any necessary changes to the ticketed transportation.
  - a. Click the **Update** icon to edit Ticketed Transportation records for necessary changes.


- b. Click the **Delete** icon  to delete Ticketed Transportation records, if necessary.
  - c. Click the  **Ticket** button in the **For this Document You Can:** area in the top right to add another ticket item if necessary.
2. Click the  button in the **For this Document you can:** area in the top right, or click on the **Expenses** link on the Document Toolbar on the left side of the page if any expense additions/changes are necessary. The Expense Entry page will be displayed.

## D. EXPENSES



**Expense Entry for 10cf-0715TX-1**

**Quick Tip**  
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen or a new expense can be added.

Date (required)  

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Cost

Comments

**For this Document you can:**

- [Use Quick Expenses](#)
- [Use Expense Calculator](#)
- [Lockdown Credit Card Expenses](#)

Copy Through Date:

**Cost Options**

☐ Reimbursable



☐ Ticketable

Expense Category



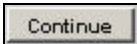
Post Method

Vendor

**Current Expenses**

Action	Date	Expense	Amount
 	07/15/2002	RENTAL CAR	150.00

Total: 150.00

1. Review and make any necessary changes to the expenses.
  - a. Click the **Update** icon  to edit Expense records for necessary changes.
  - b. Click the **Delete** icon  to delete Expense records.
2. Click the  button in the **For This Document You Can:** area in the top right, or click the **Lodging/M&IE** link on the Document Toolbar on the left side of the page, if any Lodging or M&IE expense changes are necessary. The Lodging/M&IE page will be displayed.

## E. LODGING/M&IE

Date	Travel	Spec Code	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	Special
07/15/02			59.00	59.00	34.50	59.745	*	
07/16/02			59.00	59.00	40.00	59.745	*	
07/17/02			59.00	59.00	45.00	59.745	*	
07/18/02			59.00	59.00	40.00	59.745	*	
07/19/02			0.00	0.00	34.50	59.745		

1. Review and make any necessary changes to the Lodging/M&IE data.
2. Click on the **Update** icon next to the date to modify lodging and/or meal costs. The Update Lodging and M&IE page will be displayed.

**Update Lodging and M&IE Expenses for 10cf-0715TX-1 (07/16/02)**

**Quick Tip:** For this lodging day, you can edit specific actuals/leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

**For this document you can:** Previous, Next, Expense, Save, Expense Changes, Override, Lodging and M&IE, Close, Without Saving Changes, Apply Through Date: 07/16/02

**Lodging:** Per Diem Rate: 59.745, Lodging: 59.00, Options

**Conference Allowance:** ☐ Conference Allowance, Conf Info, Conference Rate:

**Actuals:** ☐ Lodging, ☐ Meals, ☐ Breakfast, ☐ Lunch, ☐ Dinner, ☐ Incidentals

**Leave Data:** ☒ None, ☐ Annual, ☐ Other, Hours: 0

**Meals Provided:** ☐ Breakfast, ☐ Lunch, ☐ Dinner

3. Click in the Lodging field in the Lodging area and change the amount.
4. Click the **Save** **Expense Changes** button in the **For This Document You Can:** area in the top right. The Lodging/M&IE page will be re-displayed. Notice the amount did not change. *Note: The changes will need to be entered twice for the changes to take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.*



**Lodging/M&IE for 10cf-0715TX-1**

**Quick Tip**  
An asterisk (\*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

**For this Document you can:**  
Reset All Lodging and M&IE expenses  
Back Continue

**Lodging/M&IE Data**

Date	Room	Rate	Log Cost	Log Allowed	M&IE Allowed	Per Diem Rate	Special	A	L	D	Total
07/15/02	40	75	88.00	88.00	34.00	95.748					
07/16/02	40	75	180.00	88.00	48.00	95.748					
07/17/02	40	75	88.00	88.00	48.00	95.748					
07/18/02	40	75	88.00	88.00	48.00	95.748					
07/18/02	40	75	0.00	0.00	34.00	95.748					

7. Click the **Continue** button in the **For this Document You Can:** area in the top right. The Master List of Other Authorizations page will be displayed.

## F. OTHER AUTHORIZATIONS

1. There are two ways to display the Other Authorizations page. There is no direct link to Other Authorizations on the Document toolbar on the left side of the page as for all other areas within the document.
  - a. Click the **Continue** button in the **For this Document you can:** area in the top right of the Lodging/M&IE page as shown previously.
  - OR
  - b. Click the **Document Summary** link on the Document toolbar on the left side of the page, and then click on the **Other Authorizations Details** link located beside the Accounting Summary area of the Document Summary page.
2. The following is a sample list of available Other Authorizations. To select a specific Other Authorization for the document, click on it. The selected Other Authorization will be removed from the list and will be placed at the bottom of the page in the Other Authorizations for Current Document area. This will allow entry of any additional information required for approvals and/or will cause the document to be routed to a specific reviewer/approver.

### NOTE

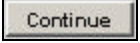
*The Other Authorizations with a double asterisk (\*\*) indicates that additional information is required. After selection, the other authorization must be clicked on at the bottom of the page to open a text area to enter additional information.*

*The Other Authorizations that are in UPPER CASE may cause conditional routing to occur. For example, if 1<sup>st</sup> CLASS MODE\*\* is selected, the conditional Approver/Reviewer may be added to the routing list when the authorization is stamped/signed. Since there are double asterisks as well, additional information will need to be entered.*

Master List of Other Authorizations
<a href="#">1ST CLASS MODE **</a>
<a href="#">Aboard US Vessel **</a>
<a href="#">Actual Lodging **</a>
<a href="#">Actual M&amp;IE **</a>
<a href="#">AIRCRAFT: CONTRACTOR OWNED **</a>
<a href="#">AIRCRAFT: SEE REMARKS **</a>
<a href="#">BUSINESS CLASS MODE **</a>
<a href="#">CONF LODGING ALLOWANCE - NASA SPONSORED</a>
<a href="#">Conference Allowance - Non NASA</a>
<a href="#">Contract Hotel **</a>
<a href="#">COTR APPROVAL **</a>
<a href="#">Driver or Pilot - ID passengers **</a>
<a href="#">Excess Baggage **</a>
<a href="#">Extended Foreign/Non-Foreign % **</a>
<a href="#">Extended TDY</a>
<a href="#">FOREIGN TRAVEL AUTHORIZED</a>
<a href="#">Gov't Vehicle Authorized</a>
<a href="#">INVITATIONAL TRAVEL **</a>
<a href="#">LABOR MANAGEMENT MEETING</a>
<a href="#">Leave or personal days taken **</a>
<a href="#">LOA COST/LOA NO COST **</a>
<a href="#">Lowest Price Contract Carrier Not Used**</a>
<a href="#">Military Personnel Lodging **</a>
<a href="#">Military Personnel Meals **</a>
<a href="#">Military Personnel Traveler **</a>
<a href="#">Non Contract Airfare **</a>
<a href="#">Other 1 (additional area for comments)</a>
<a href="#">Other 2 (additional area for comments)</a>
<a href="#">Passenger - Identify Driver/Pilot **</a>
<a href="#">PERMISSIVE TRAVEL</a>
<a href="#">Pers'l Pref: Commercial Transp.</a>
<a href="#">Pers'l Pref: Privately Owned</a>
<a href="#">Pers'l Pref: Rental Acquired</a>
<a href="#">POV Advantageous **</a>
<a href="#">PRE-EMPLOYMENT INTERVIEW</a>
<a href="#">PROGRAMMATIC TRAVEL **</a>

- Click on Other Authorization from the list.
- The selected item is listed at the bottom of the page in the Other Authorizations on Current Authorization area. A justification for the other authorization must be entered in the Comments field on the Comments page.

Other Authorizations on Current Authorization	
	<a href="#">Contract Hotel **</a>

- Click the  button in the **For this Document you can:** area in the top right, or click on the **Accounting** link on the Document toolbar on the left side of the page. The Available Accounting Codes page will be displayed.

## G. ACCOUNTING


This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***MUST*** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix “FC” and the *Object Class* used to derive the General Ledger account.)


A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, , <http://travel.hq.nasa.gov>. Click the Accounting Info link.

### Selecting and Entering FCS Elements in Travel Manager

- Enter the Account Code Label on the Available Accounting Codes page.

#### Available Accounting Codes for 10-CFB06-16CA

 <b>Quick Tip</b> Once two or more accounting codes are selected, the Allocation button is enabled.		<b>For this Document you can:</b> <input type="button" value="Change"/> to A Different Organization <input type="button" value="Add"/> New Accounting Code <input type="button" value="Back"/> <input type="button" value="Continue"/>	
<b>Enter Search Criteria</b>			
Accounting Code	<input type="text" value="D09010X004S423"/>	<input type="button" value="Search"/>	<input type="button" value="Retrieve"/>
<b>Master Accounting Codes</b>		Click Accounting Label to add to Document	
Search Results <span style="float: right;"><a href="#">Prev 10</a> <a href="#">Next 10</a></span>			
Organization	Label	Classification Code	

- Click the  button. The account code label will be displayed in the Master Accounting Codes area.

### NOTE


**DO NOT** click on the Add New Accounting Code. If the “Add” button is used, the accounting information will not be pulled into the document and it will not route for the account review.

- Click on the Label under the Master Accounting Codes area and the account code will be added to the bottom half of the page in the **Accounting Codes for Current Document** area. Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, <http://travel.hq.nasa.gov>. Click the Accounting Info link.

### NOTE

Always select the account code with Organization 10.

#### Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.



**For this Document you can:**  
**Change** to A Different Organization  
**Add** New Accounting Code  
**Back** **Continue**

**Enter Search Criteria**  
**Accounting Code**  **Search** **Retrieve**

**Master Accounting Codes** Click Accounting Label to add to Document  
**Search Results**

Organization	Label	Classification Code
10	<a href="#">D09010XX004S423</a>	090-10-C1. SAT422003D.....


Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	
  10	D09010XX004S423	090-10-C1. SAT422003D.....	<a href="#">Extended</a>	
 Edit	 Delete			

- Click the **Update** icon  next to the desired label in the lower portion of the screen to edit the Accounting Code information. The Update Accounting Code page will be displayed. (Note: click the **Delete** icon  to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

### NOTE

*The Organization field defaults to "10". **DO NOT** change it for any reason.*

### Update Accounting Code for 10-CFA08-01DC

**Quick Tip**  
You must enter an account label before Updating the Extended Acct Codes.

**Label**   
**Organization**

☐ Save Accounting code and extended Accounting codes to master list

**For this Document you can:**  
**Update** Extended Acct Codes  
**Save** Acct Code Updates  
**Cancel** Acct Code Updates

**Accounting Codes**


<b>WBS</b>	<input type="text" value="090-10-C1"/>	<b>Internal Ord</b>	<input type="text" value="FC100200"/>
<b>Fund</b>	<input type="text" value="SAT422003D"/>	<b>Obj Class</b>	<input type="text" value="2121"/>
<b>Net/Act</b>	<input type="text"/>		<input type="text"/>
<b>Funds Res</b>	<input type="text"/>		<input type="text"/>
<b>Res Line Itm</b>	<input type="text"/>		<input type="text"/>

5. Enter FC100200 in **the Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a **required** field.
6. Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a **required** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, **<http://travel.hq.nasa.gov>**. Click the Accounting Info link.

### NOTE

*The Object Class Code and the Internal Order are **required** on **all** travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

*The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at <http://travel.hq.nasa.gov/>.*

7. Click the  **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re- displayed.

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .

**For this Document you can:**

to A Different Organization

New Accounting Code

Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	
Edit  Delete				

8. If a second account code is added, an **Allocate** link is displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.

## Available Accounting Codes for 10-CFA08-01DC

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

**Enter Search Criteria**

Accounting Code

**Master Accounting Codes** Click Accounting Label to add to Document

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .

**For this Document you can:**

to A Different Organization

New Accounting Code

Accounting Codes for 10-CFA08-01DC					Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	Allocate Cost	
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>	
10	D09010XX013H423	090-10-I1. HSF422003D. . . . FC100200. 2121. . .	<a href="#">Extended</a>	<a href="#">Allocate</a>	
Edit  Delete					



## Accounting Allocation Summary for 10-CFA08-01DC

**Quick Tip**  
Expenses can be allocated by expense type, percent, date, expense category, or amount.

**For this Document you can:**

Allocation Screen

Accounting Allocation Summary						
Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	<u>0</u>	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>
10	D09010XX013H423	0.00	<u>0</u>	*	<a href="#">Expense Category</a>	<a href="#">Expense</a>

**Expense Category Allocation Breakdown for 'D09010XX004S423'**

Expense Category	Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

**Break by Expense Category**

Expense Category	Allocate by Amount
COM.CARRIER	<a href="#">100.00</a>
LODGING	<a href="#">356.00</a>
M&IE	<a href="#">99.00</a>
OTHER	<a href="#">0.00</a>
RENTAL CAR	<a href="#">100.00</a>

**Expense Category Allocation Breakdown for 'D09010XX013H423'**

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00



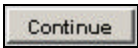
9. When there is more than one accounting code on a document the default is assigned to the first accounting code. Expenses may be allocated across multiple accounting codes using the five methods that are available in the Accounting Code Allocation Summary area of the Accounting Allocation Summary page.

- a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).


*To allocate funds using this method:*

- (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.
  - (2) Click the  **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.
  - (3) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
  - (4) Click  button to continue processing the document.
- b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other pays for the remaining days).


*To allocate funds using this method:*

- (1) Click on the asterisk (\*) in the Date column. The Allocate by Date page will be displayed.
  - (2) Type in the begin date in the Begin Date (*mm/dd/yy*) field.
  - (3) Click  **Date Changes** button. The Accounting Allocation Summary page is displayed again.
  - (4) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
  - (5) Click  to continue processing the document.
- b. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)


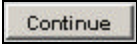
*To allocate funds using this method:*

- (1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.
  - (2) Select the appropriate accounting code label for the expense.
  - (3) Click the  **Allocation Changes** button in the **For this Document you can:** area in the upper right corner.
- c. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).




*To allocate funds using this method:*

- (1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.
- (2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.
- (3) Click  **Expense Allocations** in the **For this Document you can:** area in the top right area.



- (4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
  - (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
  - (6) Click  to continue processing the document.
- d. **Amount** indicates the amount of each expense item to allocate to an accounting code.

*To allocate funds using this method:*

- (1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.
- (2) Enter the dollar amount to be allocated for the expense category in the amount column.
- (3) Click  **Amount Changes** in the **For this Document you can:** area in the top right.
- (4) Continue for each expense category listed.
- (5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
- (6) Click  **Allocation Screen** to return to the Available Accounting Codes page.
- (7) Click the  button to continue processing the document.

## **H. TOTALS**

The Totals page summarizes the details of the expenses by category, organization, and accounting labels. The voucher will not be processed if the total amount claimed exceeds the total estimated expenses by 125% or more. In this case, an amendment to the authorization will be required prior to submitting the voucher.

**Total Details for 10cf-0715TX-1**

**Quick Tip**  
Click the View Advance for Document to add or update an advance.

Total Estimated Expenses: 1,093.00  
Computed Advance Authorized: 0.00  
Advance Requested: 0.00

**For this Document you can:**  
View Advance for Document  
Back Continue

Expense Category	Organization	Account Label	Amount
COM CARRIER	10-AA	10-02-AA-10	390.00
LODGING	10-AA	10-02-AA-10	300.00
MSR	10-AA	10-02-AA-10	207.00
RENTAL CAR	10-AA	10-02-AA-10	196.00

Expense Category	Advance

1. The Expense Category Details area, in the middle of the page, shows the allocations of funds by expense category. An account label in the Expense Category Advance Details area shows if an advance has been requested.
2. Click the **Continue** button in the **For this Document you can:** area in the top right, or click on the **Comments** link on the Document Toolbar on the left side of the page. The Comments page will be displayed.

## I. COMMENTS

**Comments for 10cf-0715TX-1**

**Quick Tip**  
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

**Comments**  
Voucher due 6 days after completion of your trip.  
Contract hotel became available.

**For this Document you can:**  
Apply Print Comments  
Save Comments  
Back Continue  
Close without Saving Comments

1. Click in the Comments field and enter the reason for the amendment. Note in the area any justifications that need to be cited.
2. Click the **Save** **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.
3. On the Document Summary page, click the **Document Status** link on the Document toolbar on the left side of the page or click the **Document Status** link on the Document Summary page. The Status page will be displayed.

## J. DOCUMENT STATUS

**Status for 10cf-0715TX-1**

**Quick Tip**  
The Signature PIN is case sensitive!

Status to Apply: **SIGNED**

Signature PIN:

Remarks:

**For this Document you can:**

**Document Routing** This is the routing path the signed document will take once routed

Name	Status	Level
Kathi Transfer	SIGNED	0

**Document History** This is the status history for this document

Date/Time	Status	Name	Location
03/06/02 8:59AM EST	CREATED	Kathi Transfer	

1. The Status to Apply is set at the default status, SIGNED. DO NOT CHANGE THIS VALUE.
2. Click in the **Signature PIN** box and enter the PIN.
3. Click the **Stamp** and **Submit Document** button in the **For this Document you can:** area in the top right. The Pre-Audit Results page will be displayed.

## K. PERFORM PRE-AUDITS

**Pre-Audit Results for 10cf-0715TX-1**

**Quick Tip**  
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 10cf-0715TX-1  
 Type: Authorization  
 Transfer: Transfer, Kathi  
 Status: PASS

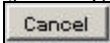
**For this Document you can:**

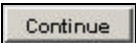
**Pre-Audit Results**

Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/RY CLEANING	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	
OTHER AUTHORIZATIONS	PASS	

1. Review the Pre-Audit Results for the amended authorization.
2. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

**NOTE**

*If changes are necessary to the document prior to signing click on the  Pre-Audit Results button in the For this Document you can: area in the top right. The document will not be signed and will not route. The document can be modified without adjustment at this time.*

3. Click the  **Stamping the Document** button in the **For this Document you can:** area in the top right. The document is complete and has been routed.

An e-mail message will be sent to the first person in the routing list stating that a document requires attention in the Travel Manager System.

**NOTE**

*The authorization is approved when the final person in the routing list has stamped the document.*

*E-mail is sent to the Traveler to confirm the document has been processed.*

*The Traveler can print the authorization any time after the document has been stamped by the final person in the routing list.*